

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1241

TITLE: INFORMATION OFFICER I

GRADE: S-21

DEFINITION:

Under direction, executes details of information programs, including issuing information to news media, assisting in the editing of publications, and dealing directly with the public; does related work as required.

TYPICAL TASKS:

Gathers, writes and edits material for news releases and publications to inform the public of County services and activities;

Lays out publications to prepare camera-ready copy;

Answers inquiries and assists news media covering County Government activities;

Takes and processes photographs to illustrate publications and news releases;

Participates in public contact activities such as tours of the County Government Center, speaking engagements, and dealing with the general public.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to write news copy for press and radio according to generally accepted standards;

Knowledge of editing and layout techniques;

Knowledge of requirements of news media;

Ability to take the process black and white still photographs;

Ability to establish and maintain effective relationships with the public, news media and County employees.

EMPLOYMENT STANDARDS:

Graduation from college in journalism or a related field, and three years of experience in reporting and editing, broadcasting, or related work; or a combination of the above.

REGRADED:	July 8, 2006
REVISED:	February 29, 1988